

ARIZONA DEPARTMENT OF EDUCATION

Tom Horne
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
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(602)-542-5695
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SCHOOL FINANCE MEMORANDUM 04-039

TO: Bonita Elementary District, Florence Unified District, Fort Thomas Unified District, Safford Unified District, Solomon Elementary District, Willcox Unified District, Graham County Superintendent, Pinal County Superintendent, and Cochise County Superintendent

FROM: Maggie Singler

DATE: April 5, 2004

SUBJECT: Assistance to Schools (A.R.S. 15-976)

All required worksheets to claim funding for students whose parents or legal guardians are employed by state institutions or stations as specified in A.R.S. 15-976 are available on the Department's web site in Excel format at <http://www.ade.az.gov/schoolfinance/Forms/CEC/Default.asp>. The worksheets are to be completed by the district of attendance. All students reported on these worksheets must be reported on the Membership and Absence Report (ADM) and if applicable, the special education students on the Special Education Census (SPED) using the appropriate 976 coding. All students should be reported on the four page worksheet entitled "Assistance to Schools Funding Formula Worksheets". For Special Education students the district can choose to claim the Excess Cost (by including these students on the "Assistance to Schools Funding Formula Worksheets"), or if the costs are higher than the calculated Excess Cost, the district may choose to submit the required documentation for the Actual Cost (complete worksheets entitled "Assistance to Schools Actual Cost Funding Formula for Special Education Students").

The student counts for your Assistance to Schools students will be listed on the ADMS 40-01 (Current/Prior Year Residence ADM and ADA report) and the Special Education student counts will be listed under the appropriate 976 CTD number on the SPED 16. Currently, the ADMS 40-01 and CEC SPED 16 reports are posted on the Department's web site <http://www.ade.az.gov/districts/> on your district's home page. ***All required student detail data successfully submitted by May 3, 2004 would be eligible for funding during fiscal year 2004.***

If you need additional assistance regarding file submissions/processing, please contact one of the following - a RTC at <http://www.ade.az.gov/rtc/>, or the Arizona Department of Education Support Center at (602) 542-7378 or toll free at (866) 577-9636.

If you have questions or need assistance in completing these forms please contact Lori Damanti at (602) 542-3303 or e-mail <mailto:ldamant@ade.az.gov>.

cc: County School Superintendents